
A P P E N D I X G

Inbound ASCII Files


Appendix Objectives

In this appendix, you will learn how to send CalTOP transactions in standardized ASCII record formats via the existing AOD InfoNet.

A. Sending Data in ASCII Format to CalTOP

A. Sending Data in ASCII Format to CalTOP

ASCII file processing is an option available as an alternative to entering data through the CalTOP system. The enhancement allows you to send all types of CalTOP transactions through the AOD InfoNet to the CalTOP server.

 ASCII file processing is available only in CalTOP versions 1.1 or later.



Before sending the first Inbound ASCII file to ADP, you must already have set up a trading relationship with ECXpert for Inbound ASCII file processing. See “ECXpert Certificate Exchange” on page 225 for more information.

The county or provider creates a CalTOP Inbound ASCII file from their existing system data. The transactions must be sent in a comma delimited ASCII file format. See File Layout on the CalTOP Technical Information web page for the inbound ASCII file process for the layout specifications.

Task 1: Send Signed and Encrypted E-mail

After you create an ASCII file, the next step is to send it to ADP as an e-mail attachment. ADP receives the e-mail and passes the Inbound ASCII file on to be processed by CalTOP. Once the file is processed, the results of the processing are available on-line through CalTOP by viewing the Batch Submission report.

What to do	Results/Comments
1. Create a new e-mail message.	For more information about creating e-mail messages, see your Microsoft® Outlook Express manual or online help.
2. In the To field, type: ecx_ascii@inp.cahwnet.gov	
3. In the Subject field, type: Inbound ASCII file	
4. Leave the body of the e-mail message blank.	
5. Under the Insert menu, click File Attachment .	The Insert File dialog box opens.
6. In the Look in box, specify the directory location of the appropriate Inbound ASCII file.	
7. In the File name box, type the name of the inbound ASCII file.	
8. Click Attach .	The file is now attached to the e-mail.

What to do	Results/Comments
<p>9. On the Tools menu, click Digitally Sign.</p> <p>– or –</p>  <p>On the toolbar, click .</p>	<p>The Sign button is selected on the toolbar, and a check mark is displayed next to Digitally Sign on the Tools menu.</p> <p>Your digital signature must be active to send the message.</p>
<p>10. On the Tools menu, click Encrypt.</p>	<p>A check mark is displayed next to Digitally Sign on the Tools menu.</p> <p>You need to make sure that the encryption feature is turned on prior to sending a message.</p>
<p>11. Click Send.</p>	

ADP's receipt of your inbound ASCII file will be verified by two e-mail confirmations.

First, ECXpert will send an immediate e-mail confirmation message that your file was received:

```
*****
*** Your message has been successfully
*** received by the Netscape Mail
*** server at ADP.
***
*** You should receive a
*** confirmation message from
*** ECXpert shortly.
*****
```

Second, the CalTOP process will send an e-mail confirming the file was processed, providing transaction counts:


```
*****
*** Your file has been processed by CalTOP.
***
*** A detailed report of the results may be viewed
*** on the CalTOP Web Application
*** In order to select the report for the batch just
*** submitted, use the following key.
*** Batch Key: 123/6342
***
*** Record Counts:
*** Records received : 4
*** Records passing edits : 3
*** Records failing edits : 1
***
*****
```



You can set all Outlook Express messages to default to “Digitally Sign” and “Encrypt” by opening the top-level **Tools** menu, selecting **Options**, and selecting these two boxes under the **Security** tab.

Task 2: Verify the CalTOP Batch Submission Report

After you send the ASCII file to CalTOP, you can verify that the records were received by generating a Batch Submissions Detail report in CalTOP using the batch key number you receive. The report displays a list of accepted and rejected records, including specific errors for records not accepted by CalTOP. See “Creating Reports” on page 85 for more information on generating reports.

 If your User ID allows access to multiple providers, you must sign in as the same provider who sent the inbound ASCII file to view the Batch Submission report.

Processing Tips

Your Inbound ASCII file transactions are processed in the order received. CalTOP does not presort the transactions.

You can send additions, updates, and deletions for the following transaction types:

- Client
- Contact
- Admission
- Admission CA
- Admission ASI-Lite
- Treatment
- Episode Status Change
- File Number
- ASAM/PPC II

Each of your transactions will be edited and accepted or rejected separately.

You can send different types of CalTOP transactions in one transmission.

You can use the same transmission to send a Client Add and other transactions for that client if you use a file number to identify the client.

You can add a File Number when you send a Client Add transaction, in which case the File Number status will automatically change to ACTIVE.

You must send a Client Add separately from any subsequent Transaction Updates or Deletes because the Client Add function assigns the Transaction ID required for an Update or Delete. (The Transaction ID can be obtained on the Transaction List page.) Two exceptions are the Add of Client and File Number transactions. These are not assigned a Transaction ID and can be updated or deleted in the same transmission as they are added.

You must include the data for all required fields. Since the fields are position-dependent, insert commas as placeholders for any fields that are not required.

The ASCII file transactions will be validated using the same edit criteria as the Web transactions. Field, relational, and historical edits are performed.

Client Add transactions are automatically compared with existing CalTOP clients to find duplicates. If there is an exact match on the following fields between the client being added and an existing client on the database, the existing client is used and the Client Add transaction is processed as a Client Update transaction:

- Client gender
- Date of birth
- Place of birth category
- Place of birth code
- Mother's first name
- Birth first name
- Birth last name
- SSN
- CDC
- ZIP code

If a transaction is rejected, you'll need to fix the problem at the provider site and resubmit the record to CalTOP for processing.

You can view accepted ASCII file transactions on the Transaction List page.

CalTOP can process transaction files containing up to 1000 records.

You can submit inbound ASCII files as e-mail attachments at any time of the day.

